



## **SUSTAININDY COMMUNITY GRANT PROGRAM**

The Indianapolis Office of Sustainability was created to further Indianapolis' leadership in advancing viable, livable, and equitable communities. The Office works to promote social and cultural vibrancy, ensure environmental integrity and further economic development to create a sustainable legacy in Indianapolis for future generations.

The SustainIndy Community Grant Program is intended to foster sustainability at the grassroots level. Indianapolis residents are creative people with ideas to build a more sustainable Indy, but they may not have all the tools they need to get started, or they may not have the capacity to pursue State or Federal funding. The SustainIndy Community Grant Program is designed to help these types of individuals and organizations.

### **Grant applications should address the following areas:**

1. **Sustainability Principles:** Proposals should illustrate how the three sustainability principles (social, environmental, and economic) are woven into the fabric of the proposed project or program.
2. **Public-Private Partnerships:** Proposals should identify necessary partnerships to successfully conduct the project or program. Please explain the nature of the partnership(s), i.e. financial, in-kind, and supportive. Partnerships should be mutually reinforcing and beneficial for all parties.
3. **STAR Community Rating Framework:** The STAR Community Rating System (STAR) is the first national certification program to recognize sustainable communities. Indianapolis was one of the pilot communities to have its comprehensive sustainability efforts scored by STAR. The Office of Sustainability uses the STAR Community Rating system as a framework for evaluating grant proposals. Information on the STAR Rating System and Goal Areas can be found here: <http://www.starcommunities.org/rating-system/download/>.

## **Program Details**

### **Amount of Funding**

Grants will be awarded up to a maximum of \$10,000 per project.

### **Period of Application**

Grant applications must be submitted by March 24, 2017 at 5:00 p.m. to be considered during this round of funding. Thereafter, grant applications may be submitted at any time during the calendar year and will be reviewed for the following round. Funding recipients for the current round will be notified by April 28, 2017.

### **Period of Performance**

Grantees will have a period of 1 year from receipt of the signed grant agreement to complete their project and spend all grant funds.

## **Grant Requirements**

### **Eligible Applicants**

Any individual or group of individuals located within Indianapolis/Marion County is eligible to apply. A group can refer to a non-profit, business, club, organization, neighborhood association, or other group of individuals, provided one individual is willing to be the primary contact responsible for fiscal interactions and measurement of impact. We ask that an individual or organization submit only one grant application per round of funding.

*Prior applications:* Applicants who have previously received funding are not eligible for additional funding until one calendar year has passed from the date of their award.

### **Eligible Projects**

All projects must meet these minimum requirements:

- All activities of the project must take place in Indianapolis/Marion County.
- The project must be located in Indianapolis/Marion County (projects within the unincorporated municipalities are eligible);
- The project must address one or more of the Goal Areas of the STAR community rating system;
- The project must have a community partner;
- The grant request must not exceed \$10,000; and
- All applicants must be in compliance with State and Federal rules and regulations.
- Preference may be given to projects that target a traditionally unengaged population.

## **Leveraged Funds**

A twenty-five percent (25%) cost share is required for this program. Applicant, partner, or in-kind contributions are eligible to be counted as leveraged funds. The applicant must provide documentation in the attachments section of the application. For instance, use of in-house staff could be considered an in-kind contribution, but the applicant must demonstrate that the staff member has the capacity to perform the services (i.e. maintains appropriate certifications) and document the value of the in-kind contribution (i.e. number of hours, hourly rate, etc.). If the leveraged funds are being committed as financial or in-kind contribution by a partner, documentation is required in the form of a signed commitment letter from the organization or individual. Grant recipients who leverage more funds will receive additional points in the scoring process based upon the overall percentage of funds leveraged.

## **Application Submission**

Cover Sheet: (2 pages)

- A. Name of applicant(s)
- B. Primary contact person and contact information
- C. Proposed grant recipient
- D. Amount requested from SustainIndy Fund
- E. Total project budget
- F. Project title
- G. Purpose of project (25 words or less):
- H. Brief description of project goals, strategy, and key activities (250 words or less):

Proposal Narrative (no longer than 5 pages)

- A. Organization overview & commitment to sustainability
- B. Project goals/Purpose
- C. Project description
  - a. Background
  - b. Rationale for project
- D. Work plan
  - a. Describes project activities and/or deliverables
  - b. Milestones
  - c. Timeline
- E. Outcomes and impacts
  - a. What are your measurable outcomes?
  - b. Whom and/or what will your project impact?
  - c. Describe how you will measure the success of the project
- F. Partnerships
  - a. Describe the nature and type of partnerships in the project
  - b. Key staff
- G. Detailed project budget

If you have questions about the criteria, contact David Hirschle at the e-mail address below or at 317-327-5388.

Please submit your proposal electronically to [David.Hirschle@indy.gov](mailto:David.Hirschle@indy.gov) by **March 24, 2017 at 5:00 p.m.** The proposal cover sheet and narrative must be submitted as a Word document. Other supporting documentation may be attached to your e-mailed proposal.

## **Scoring & Award Process**

### **Evaluation Criteria**

The following criteria, among others, will be considered during the grant review and scoring process:

- Organization overview
- Alignment to sustainability principles (environmental, social and economic)
- Partnership structure and collaboration
- Project description
- Project benefits for project partners and the community
- Cost share and/or leveraged funds
- Thoroughness and quality of application
- Duration and scale of potential impacts

### **Awards & Reimbursement**

The Office of Sustainability anticipates awarding between two to five grants each round of this program. Applicants will be notified of their grant application status approximately five weeks following the close of the grant application period.

Please be aware that partial funding may be awarded, and applicants awarded partial funding may not appeal the decision made by the Office of Sustainability. If awarded, the applicant must inform the Office of Sustainability of its acceptance or refusal of funds within three (3) days from original notification of award. Failure to notify the Office of Sustainability of the acceptance or refusal of funds will result in the applicant being ineligible for further SustainIndy Community Grant funding. Additional details will be provided on this process when the recipients are notified of award.

## **Grantee Responsibilities**

### **Reporting Requirements**

Grant recipients will be required to submit one report each quarter and a final report, summarizing the entire project, due thirty days after the grant's expiration. Quarterly reporting will commence within 105 days of applicant's receipt of the grant award check. Reporting will be done electronically. The report shall detail activities such as work completed that quarter, proposed work for the following quarter, adjusted timelines, and budget information, including other grant monies received, funds leveraged, and shifts in anticipated costs. Failure to comply with the reporting requirements or failure to provide sufficient information may result in repayment of the grant funds as well as affect the viability of any future applications from the grantee.

### **Maintain Communication**

The grant recipient shall maintain communication with the Office of Sustainability for the duration of the grant agreement. The grant recipient shall acknowledge the financial support of the Office of Sustainability by displaying the logo of the Indianapolis Office of Sustainability on any webpage, media, or printed materials that mention the project.

### **Site Visits**

The grant recipient shall allow the Office of Sustainability to conduct project site visits when given five (5) business days' notice.

### **Modifications**

Awardees must report to the Office of Sustainability immediately if there is a change to the previously proposed activities, scope or budget. Failure of the grant recipient to report any changes in the activities, scope or budget of their project constitutes a breach of contract on the part of the grant recipient and will jeopardize the receipt of future grant funds. The communication must occur prior to the modification and provide a rationale for proposed changes.